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~~SECURITY INFORMATION~~

31 October 1952

MEMORANDUM TO: Acting Assistant Director, Scientific Intelligence

SUBJECT : Reorganization and Redesignation of Production Staff

1. Pursuant to your verbal approval following my presentation on 17 October 1952, I have reorganized the Production Staff as shown at Tab A. This organizational structure is the same as that proposed at Tab C and reflects the mission and functions proposed at Tab B.

2. It is most desirable that the Production Staff be redesignated as the Intelligence Staff, and it is essential for the accomplishment of OSI's mission that such staff have the mission and functions set forth at Tab B.

a. The designation, "Intelligence Staff," is that of the counterpart staff in OCI.

b. The recommended mission and functions conform to the organization chart in OSI Notice 52-16 and take cognizance of the statement in memorandum of 13 May 1952 that the functions of the staff should indicate that "their authority to formulate policy, coordinate and supervise is a delegation from the Assistant Director, SI, through the DAD."

c. The recommended functions are very similar to those of the OCI Intelligence Staff, except that:

(1) The role of the Division Chiefs and the mandate of coordination with them through the mechanism of the OSI Intelligence Board has been specifically stated.

(2) The functions have been spelled out in greater detail for purposes of clarity and avoidance of disagreement.

3. The organizational structure and minimum number of personnel required are shown at Tab C. A recapitulation of the personnel requirements by grade is shown at Tab D. A justification statement is attached at Tab E (Detailed statements of the functions of all components and individuals are scheduled for preparation during November). It is emphasized that these are the minimum requirements and that an additional intelligence officer may well be required for the Estimates

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Staff and two additional intelligence officers required for the Plans and Control Staff. The foregoing personnel requirements are based on the following decisions reached during my presentation on 17 October 1958:

a. Production Staff will not type all mats for production items.

b. Where major revision is required, Production Staff will not rewrite drafts prepared by the Divisions, but instead will prepare a critique of such drafts and return them to the Divisions through appropriate channels for revision.

c. Substantive divisions will provide personnel for ad hoc drafting teams for the preparation of such national estimates as NIE-65.

4. It is recommended that:

a. The proposed mission and functions at Tab B be approved and promulgated at the earliest practicable date.

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b. The organizational structure and minimum personnel requirements as shown at Tab C be approved, and that the necessary additional slots be transferred to the Intelligence Staff.

c. The probable need for [] additional intelligence officers be recognized and Production Staff be authorized [] additional slots when and if the actual need is demonstrated.

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JOHN B. ROUTH
Chief
Production Staff/SI

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